

GUIDELINES FOR THE USE OF SEARCH COMMITTEES FOR PERSONNEL SELECTION

DECEMBER 10, 1994

PHILOSOPHY

The Laboratory encourages the use of search committees to assist line management in staffing vacancies. A line manager determines whether to utilize a search committee after considering what the committee will contribute. While using a search committee is more inclusive, provides a greater diversity of opinion, and promotes employee participation, it is not always the most cost-effective nor expedient way to staff a vacancy.

PURPOSE

Search committees are used to include individuals in the selection process whose prospectives of the candidates will add to those hiring officials. Selected by line management, a search committee's function is to assist in identifying the best-qualified candidate(s) within the guidelines provided. Because the line manager filling the vacancy remains responsible for the selection process, search committees recommend rather than determine selection process outcomes. Each search committee should include a strong diversity initiative in all facets of their work.

COMPOSITION

Search committees are usually comprised of 3-7 members, each member representing a special interest identified by the hiring official as being important to the selection process. Laboratory search committee tend to average five members in size. Members should be selected to participate because:

**They offer diverse perspectives and opinions*

- *They technically assess the candidates
- *They add credibility to the selection process
- *Stakeholder application

A staffing representative of the Human Resource Division will advise the committee on policy and procedural matters. This will assure completeness, accuracy, and timeliness in all documentation matters. All search committees are required to attend a one hour diversity training module. The training is facilitated by the W.F.D. office.

ELIGIBILITY TO PARTICIPATE

When inviting an individual to participate on a search committee, it is the hiring official's responsibility to inquire whether any reason exists that would preclude participation. It is the responsibility of the individual asked to serve on a search committee to discuss with the hiring official any conflict of interest exists if a particular individual serves on the search committee. Staff from the Human Resource Division can assist line managers in evaluating potential conflict of interest situations.

Individuals who are likely to be candidates for the vacancy being filled, should not serve on the search committee.

Non-Laboratory personnel can serve on Laboratory search committees provided that:

- *their participation is clearly needed for an accurate assessment of the candidates
- *their participation will not advantage nor disadvantage any candidate

SEARCH COMMITTEE RESPONSIBILITIES

There are general responsibilities that apply to all members of a search committee. Participating on a search committee is an important assignment that must be given the highest priority possible. The following is a list of general responsibilities for search committee members:

- *Actively participants in the process within the hiring official's instructions
- *Comply with the special instructions and deadlines established by the hiring official
- *Be knowledgeable and sensitive to diversity issues
- *Maintain confidentiality

***Document participation in the search process and treat personal information appropriately**

***Be familiar with Laboratory policy governing personnel selection**

ASSISTANCE

For further assistance in the use of these guidelines contact the Staffing Group (HR-S) at 7-4536.